



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

ASSISTANT CLERK OF THE BOARD OF SUPERVISORS

Class No. 002202

■ CLASSIFICATION PURPOSE

To serve as principal assistant to the Clerk of the Board in carrying out the duties of the Clerk of the Board as prescribed by law and directed by the Board of Supervisors; to assist in providing overall coordination, organization, and administration of major program activities within the department; and to perform related work as assigned by the Clerk of the Board.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated only to the Clerk of the Board's Office. Under administrative direction, the incumbent reports directly to the Clerk of the Board, and is responsible for overseeing the major programs of the department and for assisting the Clerk of the Board in special assignments and projects of a complex nature.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists in planning, directing, organizing, coordinating and evaluating the overall activities of the Clerk of the Board of Supervisors as prescribed by law and directed by the Board of Supervisors.
2. Develops, makes recommendation and implements County policy and procedures for a variety of Clerk of the Board of Supervisors services.
3. Acts in the absence of the Clerk of the Board of Supervisors.
4. Acts as liaison with other public and private agencies and provides information to County departments, and non-county departments and agencies, as well as the public.
5. Coordinates and oversees the activities of the Legislative Services, Public Services and County Administration Center (CAC) Facilities Services Programs.
6. Attends meetings of the Board of Supervisors and records and maintains the record of proceedings at the direction of the Clerk of the Board.
7. Acts as principal liaison with the Board of Supervisors' Chiefs-of-Staff.
8. Analyzes proposed legislation and makes recommendations.
9. Performs special research, studies and projects.
10. Oversees the Board of Supervisors Special Events Trust Fund and Clerk of the Board Trust Fund.
11. Coordinates the department's County Credit Card Program.
12. Reviews and negotiates contracts as needed for outside services or equipment regarding County Administration Center.
13. Acts as liaison with County Department Heads and elected officials regarding County Administration Center issues.
14. Oversees purchasing activities for the department, the County Administration Center and the Board of Supervisors' offices.
15. Oversees the preparation of, and monitors budgets for the department, the County Administration Center, the Board General Office and the Board of Supervisors offices.

16. Monitors the progress and execution of Quality First, Operational Incentive Plans, Management Operational Reviews (MOR's) and other related reports.
17. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles of public administration including general administration, human resources management, fiscal management, and accounting.
- Reporting minutes procedures, secretarial and record-keeping techniques.
- Use of personal computers.
- Budget development and control processes.
- Office management principles and techniques of supervision and training.
- Facility emergency plans.
- Contract negotiations and administration.
- Organization structure and intergovernmental agency relationships between San Diego County, special districts, and local government boards.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Assist in planning, organizing, directing, coordinating and supervising the overall activities of the Clerk of the Board department.
- Clerk meetings in accordance with the Rules of Procedure, Parliamentary Procedure, the Brown Act, and other applicable laws and rules.
- Write clear and concise correspondence, reports and notices.
- Prepare and give public presentations.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media and other agencies.
- Develop and evaluate program objectives and procedures to increase accuracy and efficiency of department functions.
- Accurately record the proceedings of public meetings and hearings.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: bachelor's degree from an accredited college or university in public administration, business administration, or a closely related field; AND five (5) years of experience directly related to the above knowledge, skills and abilities, two (2) years of which must have been at a management level within the office of a government agency.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: October 27, 2006

Assistant Clerk of the Board of Supervisors (Class No. 002202)

Union Code: EM

Variable Entry:Y